



U.S. NAVY

JUDGE ADVOCATE GENERAL'S CORPS

Direct Appointment Application Checklist

- ☐ **Online Application (<https://onlineapplication.jag.navy.mil/recruit/>)**
 - Must be submitted, and all documents must be uploaded, by 11:59 PM (EST) the date of the deadline
- ☐ **Structured Interview**
 - Email closest Region Legal Service Office to schedule a structured interview
 - You must request an interview at least two weeks before application deadline
 - May not re-interview within 3 years of original interview

Required Documents to upload with Online Application:

- ☐ **Resume**
 - 1-2 pages (no longer than 2)
- ☐ **Undergraduate Transcripts**
 - Include transcripts from all attended undergraduate institutions
 - Can be official or unofficial transcripts
 - Must show class standing (if available) and school grading system
 - MAILED TRANSCRIPTS WILL NOT BE CONSIDERED
- ☐ **Law School Transcripts**
 - Include transcripts from all attended law schools
 - Can be official or unofficial transcripts
 - Must show class standing (if available) and school grading system
 - MAILED TRANSCRIPTS WILL NOT BE CONSIDERED
- ☐ **Full length photo (approximately 4x6 or 5x7) in business attire**
 - Does not need to be a professionally-taken photo, you can use your personal cell phone or camera to take the picture, however it should look professional
 - Taken within last 3 months
 - Blank backgrounds preferred; well lit
- ☐ **LSAT Score Report**
 - If you took the LSAT more than 5 years ago, please provide a statement stating as much in the remarks section of the online application



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Required Documents to upload with Online Application: (con't)

- ☐ PRIDEMOD Verification Letter
 - You must submit either of the following:
 - Letter verifying your local Navy recruiting district has created a PRIDEMOD II account
 - Letter stating the local Navy recruiting district was unable to create a PRIDEMOD II account due to not currently possessing a birth certificate and/or social security card
 - Applicants MUST use the templates available on the career website (www.jag.navy.mil/careers).
 - Upload the complete letter as an Addendum in the online application.
- ☐ Letter of Recommendation
 - 3-5 letters (applicants MUST submit a minimum of 3)
 - Should be addressed to "President of the JAGC Accessions Board"
 - Use this address for letterhead only:
Office of the Judge Advocate General
Special Assistant for Accessions
Military Personnel (Code 61)
1322 Patterson Ave., Suite 3000
Washington Navy Yard, DC 20374-5066
 - Can be uploaded and submitted with application or emailed to navyaccessions@navy.mil
 - MAILED LETTERS OF RECOMMENDATION WILL NOT BE CONSIDERED
- ☐ Proof of bar license to practice law
 - Applicants MUST be admitted to practice law by the application deadline

Current or Former members of U.S. Armed Forces (active or reserves):

- ☐ Copy of DD-214 (former ONLY)
- ☐ Last 5 Fitness Reports or Evaluation Reports (current and former)
 - If your service did not provide enlisted evaluations/FITREPs for any reason, please include a statement in the remarks section of the online application explaining the lack of submitted documents
- ☐ Copy of approved DD-368 (current reservists only)